



STATE OF DELAWARE  
DEPARTMENT OF FINANCE  
**DIVISION OF ACCOUNTING**

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**MEMORANDUM**

**#07-12**

TO: Department and School Fiscal Officers

FROM: Trisha L. Neely, Director

DATE: March 9, 2007

SUBJECT: **LAPSING OF PURCHASE ORDERS**

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The list of Special Fund Purchase Orders that have not had activity in Fiscal Year 2007 may be accessed in Document Direct through the Mobius report F25N3605. In order to prevent a PO on this list from lapsing, the system requires that the PO be referenced by a PV before the end of the fiscal year. If you are unable to reference a PO that you do not want to lapse, please contact your State Accountant in the Division of Accounting.

TLN:ed

cc: Phyllis Jurczak, Senior State Accountant  
Van Link, State Accountant  
Donna Moore, State Accountant  
Sherry Ellessen, State Accountant